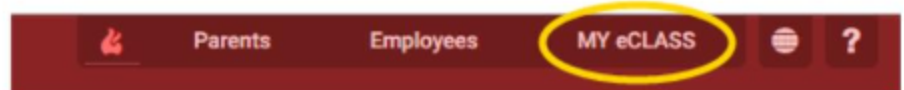


NGMS Beginning of Year Student Password Reset Instructions

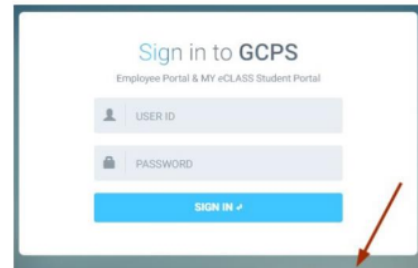
Each year students must create a new password for their Student Portal Account.

Students, please use the following instructions to activate/reactivate your My eCLASS/Student Portal password. Passwords must be updated at the beginning of each school year to allow access to MY eCLASS, Teacher's Course pages, Google Workspace for Education, Media Catalog, and much more.

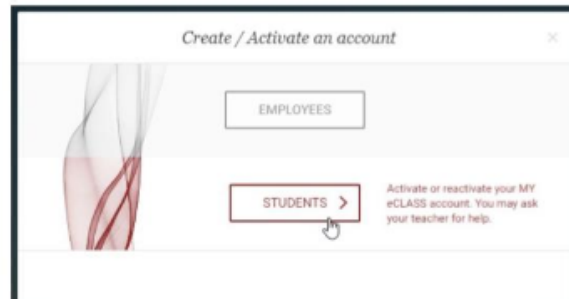
1. Go to **My eCLASS**.



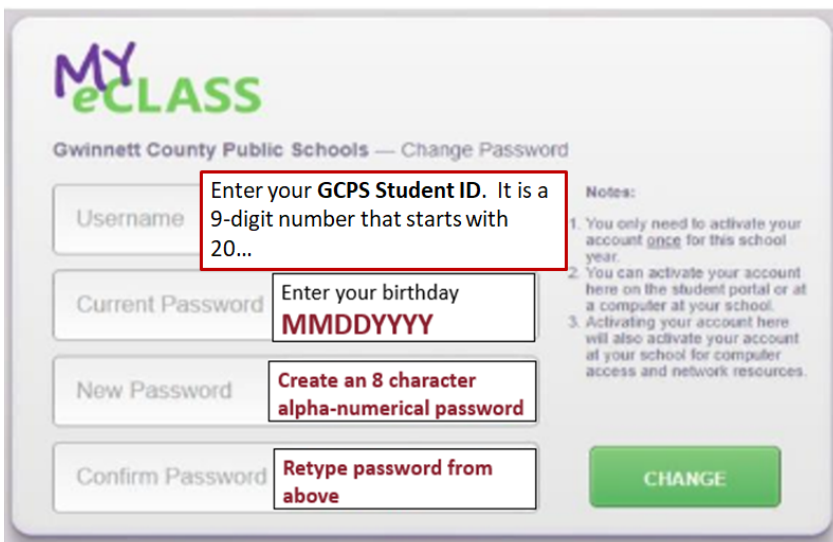
2. Click on the *Create/Activate account* link



3. On the *Create/Activate an account* box choose **STUDENTS**



4. The following box requires you to change your password.

A 'Change Password' form for 'Gwinnett County Public Schools'. It has four input fields: 'Username' with a red box around it containing the text 'Enter your GCPS Student ID. It is a 9-digit number that starts with 20...'; 'Current Password' with a red box around it containing 'Enter your birthday MMDDYYYY'; 'New Password' with a red box around it containing 'Create an 8 character alpha-numerical password'; and 'Confirm Password' with a red box around it containing 'Retype password from above'. There is a green 'CHANGE' button at the bottom right. To the right of the form are three numbered notes: 1. You only need to activate your account once for this school year. 2. You can activate your account here on the student portal or at a computer at your school. 3. Activating your account here will also activate your account at your school for computer access and network resources.

Username: Type Student GCPS student Id. It is a nine digit number and starts with 20...

Current Password: Type student's birthday MMDDYYYY

Sample: If your birthday is January 5, 2007 your Current Password is 01052007

New Password: Choose an 8 character password which includes numbers and letters. Do not use symbols, spaces or special characters.

Confirm Password: Retype your new password

5. Click the **Change** button.